

# INTRODUCTION TO PAGEMAKER® 6.5

## PageMaker Basics



PageMaker 6.5 combines elements of a word processing and graphics program. The application provides a flexible workspace in which to design publications which contain lots of graphics, or don't fit the conventional letter format which wordprocessors provide.

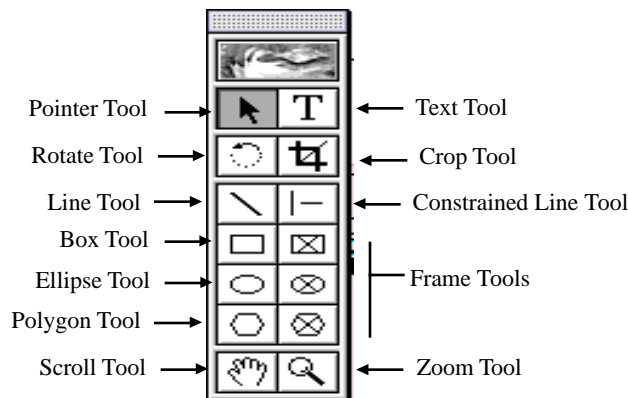
## The Workspace

When you launch PageMaker, you will only have the Menu Bar showing, a new document will not automatically open. When opening a new document PageMaker prompts you for the document specifications such as number of pages and the margins around the page. Your choices can always be changed later.

To reconfigure the document specifications:

- Choose **File > Document Setup...**

PageMaker has several windows which provide tools to manipulate your document, the most essential is the Toolbox. The shape and function of the cursor varies with the tool selected in the Toolbox.



## Text Objects

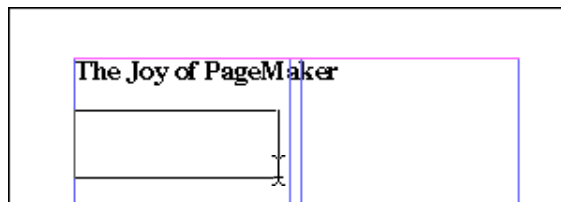
PageMaker shares many of the features of a word processor such as Microsoft Word® or Word-Perfect®, but allows for more flexible organization and placement of text.

## Stories

Because PageMaker is often used to create publications with separate text documents, like a newspaper or magazine, the text in a PageMaker document is divided into stories. Each story can be placed and edited in the document independently of any other story.

To begin a new story:

- Click and drag with the text tool (T) selected to set the left and right margins of the story. The text cursor will appear along the left margin.



You can then type in the story as you want it. You can also place a story you have already written in another program:

- Select **File > Place...** and select the file from the dialog box.
- Position the mouse icon at the top left corner of the desired position for the story.
- Click and drag to establish the margins for the story. (These can be easily altered later)

Use the text tool to select text as you would in a word processor. Many of the text formatting options are under **Type > Type Specs...** or **Type > Paragraph...** Although editing of stories can be done with the Text tool from the layout view, PageMaker allows you to enter a story editor which allows you to see the entire story, without any of the surrounding graphics or layout.

- Click in the story with the Text tool
- Select **Edit > Edit Story.**
- Select **Edit > Edit Layout** to return to the layout view.

## Text Blocks

If you click anywhere in the story with the Pointer tool selected, the text block outline will appear around the part of the story you have placed in the PageMaker document. A story can be divided into many different text blocks, making it easy to split up stories on different columns or pages. The windowshade handles on the top and bottom of the text block indicate whether or not there is more text in that story. A red arrow means there is text which has not been placed anywhere in the PageMaker document, a plus sign means more text is in another text block in the document, an empty windowshade indicates the beginning or end of the story.



PageMaker will keep these margins as you enter or delete text, automatically wrapping the story through the text blocks.

To move a text block:

- Click and drag the text block to the desired location with the pointer tool selected.

To change the margins of a pre-existing text block:

- Click the text block with the Pointer tool selected.
- Click and drag on a windowshade to change the bottom or top margin.

OR

- Click and drag on one of the four corners of the text block.

To put unplaced text in a new text block:

- Click the last text block in the story with the Pointer tool selected.
- Click the red arrow windowshade.
- Position the loaded icon (☐) in the top left corner of the desired location for the new text block.
- Click and drag to establish the dimensions of the text block.

## Styles

Using text styles allows you to maintain a consistent format in your document. Each style defines the character format (e.g. font type, size, leading) and paragraph format (e.g. indents, tabs, paragraph spacing) information for a paragraph. For example, the style “Body Text” (applied to this paragraph) has Times font, size 11 points, and a 1.25 inch left indent, “Article Subtitle” (applied to the heading “Styles”) has Helvetica font, size 12 point, and a 0.625 inch left indent. Different styles cannot be applied to parts of the same paragraph, but additional formatting can be applied over a style.

To apply a style to the paragraph the cursor is in:

- Select a style from **Type > Style**.

To define a new style:

- Select **Type > Define Styles...**
- Select an existing style or the [Selection] option.
- Click New. The new style will contain all the formatting of the style or selection you chose.
- Change the formatting as desired.
- Click OK.

## Graphics

### Independent Graphics

Independent graphics keep their place in the document, regardless of the text around them. They are not placed in any specific story, but in the PageMaker document itself.

To create an independent graphic:

- Select the Pointer tool.
- Select **File > Place...**
- Locate and select the graphic file you want to place.
- Click OK.

You can then select the image with the Pointer tool and use PageMaker to modify it to fit your document. PageMaker allows you to resize, crop, and rotate all graphics. Independent graphics can also be grouped with other independent graphics or text blocks (but not parts of the text itself).

### Inline Graphics

Inline graphics can be resized, cropped, and rotated like independent graphics. They can also be treated as a text character in many aspects. An inline graphic will flow with the text in the story it is placed, and you can modify its leading, baseline, and alignment.

To place an inline graphic:

- Select the Text tool and click the text insertion point where you want the graphic placed.
- Select **File > Place...**
- Locate and select the graphic file you want to place.
- Click OK.

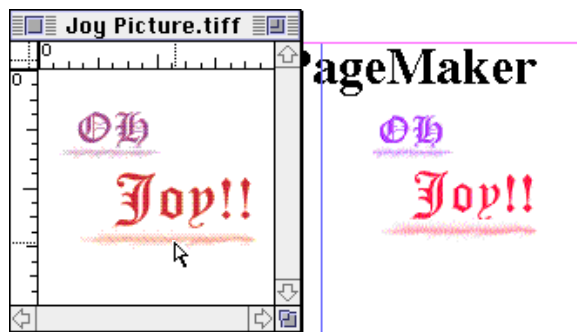
## Graphic Links

Using the Place... command to insert a graphic creates a link from the image in the PageMaker document to the image's source file. This allows you to edit the original file with a graphics program like Adobe Photoshop® or Aldus Photostyler® and then update the link in PageMaker.

*Note: For both inline and independent graphics, it is a good idea to put the original source files in the same folder as the PageMaker document before placing the graphic so PageMaker can always find the graphic when updating the link.*

To edit the original file with the graphics program that created it:

- Click on the image with the pointer tool selected.
- Select **Edit > Edit Original**.
- Save the file and quit the graphics program when you are done.



To update the link between an image in PageMaker and the original graphics file:

- Select **File > Links...**
- Select the image(s) you want to update.
- Click Update.

